



Job title	<i>Engineering Intern</i>
Reports to	<i>Assistant City Engineer</i>

Job purpose

The engineering intern will provide support to the City of West Lafayette's engineering department. He/she will be involved in various projects, and will assist in obtaining and reviewing information for processing of drawings, product data, and samples. This position will assist the engineering department with back-up administrative duties, such as answering phones and handling walk-in traffic.

Duties and responsibilities

- Traffic observation and analysis.
- Construction inspection.
- Small surveying projects.
- Drafting and spreadsheet preparation.
- Data entry.
- Administrative support for the department.
- Performs other duties, as assigned.

Qualifications

- High school diploma or equivalent.
- Civil engineering coursework with surveying experience/knowledge.
- Ability to read blueprints.
- AutoCAD and/or drafting knowledge.
- Must have valid driver's license.

Work Schedule

The ideal candidate will be available on a full-time basis through the summer months (May 11, 2020 to August 21, 2020). Availability for part-time work hours during the school year will be determined by the Assistant City Engineer.

Working conditions

This job operates in both an office and outdoor environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

While performing some duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud.

Salary: \$11.50/hour.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and, reach with hands and arms. The employee is occasionally required to sit for long periods of time.

Approved by:	<i>Monica Wontor, HR Manager</i>
Date approved:	<i>04/13/2020</i>
Reviewed:	<i>02/01/2019; 08/15/2019; 12/30/2019; 04/13/2020</i>